

TOWN OF BASIN – Agenda

Monday, June 16, 2025

Regular Council Meeting – Town Hall @ 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

1. Public Comments: The Town Council welcomes input from the public. For everyone to be heard, please limit your comments.
No action will be taken on public comments at this meeting.
2. Matters from Staff Members or Council Members, Roundtable (prior month)
 - Public Works/Water Monthly Summary Report
 - Electric Monthly Summary Report
 - Administrative Summary Report
 - Police Department Summary Report
 - Legal Counsel
 - Engineer Summary Report
3. Committees/Commissions/Departments:
 - Planning & Zoning
 - Recreation District
 - Activities Committee
 - Town Beautification
 - South Big Horn County Joint Powers Board
 - Big Horn Regional Joint Powers Board
4. Building/Demolition Permits:
 - Liberty Holdings Ranch, LLC: 415 W C St.: Pig Tank- Propane. Will have crash barrier per fire inspector.
 - Tyler Williamson: 356 North 8th Street: Deck beside house and around front/fence around property.
 - Mike Dellos: 5 Willow Drive: Garage and Car Port
 - Arthur Dahlke: 406 South 3rd St: Remove 2 sheds and install 2 skid sheds for storage.
 - Charles Hopkin: 617 South 4th St: Move main power, replace fencing and move water/sewer and build home.
5. Executive Session: If requested.
6. Approve Consent Agenda/Additions/Deletions
7. Conduct of Business:
 - Regular meeting minutes from May 8, 2025 and May 22, 2025
 - Vouchers \$709,414.97 + net payroll \$94,712.72 = GT \$804,127.69
 - Letter of Interest - Williamson
 - 24 HR Alcoholic Beverage Sales Permit Application: Lisa's Western Cuisine (Big Horn County Fair).
 - Banner – Big Horn County Fair
 - Special Event Permit – Big Horn County Fair
 - Motocross Lease
 - Contract Agreement for Emergency Dispatching Services
 - Town/School District/Basin Community Complex/Rec Use Agreement
 - AVI
 - 3rd Street Water Project
 - Fireworks
 - Ordinance 716 – Budget 2025-2026 (3rd Reading)
 - Ordinance 717 – Sewer Utility Rate Increase (3rd Reading)
8. Public Comments: The Town Council welcomes input from the public. For everyone to be heard, please limit your comments.
No action will be taken on public comments at this meeting.
9. Executive Session: If requested.

Department: Public Works

Prepared by: Tony Harrison

Summary Report:

- ✓ Prepared the cemetery for Memorial Day. The crew raked and picked up pinecones, weed-eated around headstones, mowed the grass, and started water.
- ✓ The crew prepped the area for the new data cable line from the raw water tank down to the west side of the raw water pond. Cable was buried at two feet with red caution tape placed approximately 12" above the cable. BHB Electric connected the data line at the tank and at the electric pole west of the raw water pond. The new data cable allows us to see the tank levels on the screen at the raw water pump station.
- ✓ The actuator for pump #2 in the raw water pump station is not working. Brand new actuator last year. Will be working on getting the actuator working soon.
- ✓ The crew has been using the street sweeper on C & 4th streets.
- ✓ Weeds have been sprayed at the boat dock, around the old electric shop, Cleary building, main shop, Lions Ball Field, the sidewalks on 4th & C Streets, around town hall.
- ✓ Weeds have been mowed down at the lagoon, around the walking/bike path, and along the south side of Big Horn Avenue.
- ✓ A small portion of the underground sprinkle line on the west side of the cemetery had to be replaced. A new drain was installed in this area as it is a low-lying area and it is hard to get the water blown out in the fall.
- ✓ Read water and electric meters.
- ✓ General maintenance of raw water hydrants through work orders. Most of the general maintenance was lubricating the pump handle.
- ✓ Building permits-looking at potential projects for customers.
- ✓ Cemetery-measured for headstone placements for Wyoming Memorials, Brookstone Monument, and Billings Monument.
- ✓ The crew started digging and replacing sprinklers at the Lions Ball Fields. Having to replace small sections of underground sprinkler line due to the previous lack of maintenance.
- ✓ Purchased a pull behind fertilizer cart that will hold approximately 185 pounds of fertilizer. Will begin fertilizing grass towards the end of June as budget allows.

- ✓ The crew is working on a pull behind sprayer-installing new tires, installing a new electric pump. Will use this sprayer to spray weeds on the grasses in the parks and Lions Ball Field.
- ✓ Started spraying mosquitos in the evening/nighttime.
- ✓ Potable water leak on a customer's service line at South 6th & Mattson. The CTS pipe had a crack in the line. The crew was able to splice a new piece of CTS and fix the leak with no problems.
- ✓ Confined Space Training on June 11, 2025. Frandson Safety presented the training to the Public Works Crew and the Lineman Crew.
- ✓ Will be reaching out to other municipalities to see about confined space policies and if those municipalities would be willing to share those so I can construct confined space policies for the Town of Basin.

SUMMARY OF EXPENSES PRIOR MONTH:

- ✓ See Vouchers

SUMMARY OF EXPENSES CURRENT MONTH

PLANNED OR PROPOSED PROJECT(S).

- ✓ Will be purchasing a pavement crack sealer machine. Will start sealing the cracks in the bike path in September of 2025.
- ✓ The crew will start prepping pavement areas where pavement has been dug up due to water line leaks and installation of new services. Wild Bill Paving will be coming in around the first part of July to patch up the areas.
- ✓ Will be purchasing lawn fertilizer as budget allows.
- ✓ Will start spraying weeds in the lawns as soon as the chemical arrives.

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council
06.16.2025

DEPARTMENT SUMMARY REPORT

06.16.2025

Department: Electric

Prepared By: Bill Dahlke & Ray Huggins

SUMMARY REPORT:

- **Fixed a leaking and tipping over transformer . We also had to splice the secondary and primary and re-terminate the primary elbows**
- **Security light patrol**
- **Replaced more split bolts. Continue with line patrol and repairs**
- **Retro fitted 10 transformers with lightning arrestors (this job continues)**
- **Completed our URD loop feed on the north side of town**
- **Installed 6 URD transformer basements getting the pots out of the dirt and leveling them. (this requires splicing and re-terminating primary and secondary cables). We have found two transformers so far that have rusted through and were leaking oil on the ground. We have replaced one and are waiting to see how many more have rusted through before we change any more out because our URD transformer supply could be limited depending on how many we find and we want to change the worst ones out first.**
- **Upgraded two services and secondary, setting two poles and rerouting the feed**

SUMMARY OF EXPENSES PRIOR MONTH:

Border States - \$8,221.70

The Locators - \$434.50

SUMMARY OF EXPENSES CURRENT MONTH:

PLANNED OR PROPOSED PROJECT(S):

ATTACHMENTS:

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor/Council

06.16.2025

DEPARTMENT SUMMARY REPORT

DATE: 06.16.2025

Department: Administration

Deaun Tigner – Town Administrator

Tony Harrison – Town Clerk/Public Works Manager

SUMMARY REPORT:

Internal Service:

Office:

- Payroll.
- Customer service
 - Daily deposits.
 - Zoning & Matrix maps.
 - Building permits.
- Filing
- Contractor registration licenses.
- Animal licenses:

2025	2024	2023
○ Dogs Licensed: 172	○ Dogs Licensed: 203	○ Dogs Licensed: 224
○ Cats Licensed: 28	○ Cats Licensed: 34	○ Cats Licensed: 26
○ Chicken Permit: 11	○ Chicken Permit: 8	○ Chicken Permit: 7

- HR: Job descriptions. New employees.
- Use Agreements
- Budget
- Grant Reimbursement – SLIB (3rd Street): Current reimbursement \$261,172.82
- Work orders: 105 (326-431)
- Preparation for council meetings.
- Processed 13 service transfers.

Court:

Current Month	Fiscal YTD
○ Fines: \$3,093.82	○ Fines: \$31,889.82
○ Fees: \$130.00	○ Fees: \$1,500.00
Court Expenses:	
○ New Citations: 33	○ Municipal Court Judge: \$750
○ Bail Forfeitures: 21	○ Attorney Fees: \$0.00
○ Found Guilty: 0	○ Caselle: \$160
○ Amended: 0	
○ Dismissed: 2	

Community Complex:

- Use Agreement

Cemetery:

- Deed/Plot/Burial questions.
 - Helped customers with locating a plot at the cemetery/reviewed map/files.
 - Printed pricing information for burials/plots.
 - Headstone placement

- *Burials*

Electric Department:

- Inventory list.
- Service Orders
- Planned power outage.
- Budget discussions.
- Emailed: Financial statements, payroll timecards, invoices & vouchers to the Electric Dept. Foreman.

Public Works

- *Personnel*
- *Budget discussions.*
- *Changed new meters in Caselle and meter books.*
- *Public Surplus*

Police Department:

- *Personnel*
- *Budget discussions.*

Basin Recreation District #4:

- Payroll
- Financial statements, daily deposits, monthly reconciliation.
- Vouchers
- Prepared for meeting/agenda/packets
- Budget; approval, notice of hearing
- Budget amendment
- Reviewed documents for Program Coordinator

Loans/Leases:

- Mecklam Acres: Water/Raw water line (Purified Water Fund – Capital Projects):
 - Series 2015 Water Revenue Bond (\$398,000), Department of Agriculture (09/22/2016-09/22/2045) 2.875% per annum with variable payment amount.
- ARPA Funding: *Used for infrastructure upgrades; water meters*
 - Revenue: \$222,621.00, expenses: \$260,984.66, difference: -\$38,363.66
- USDA Grant/Loan (Sewer Fund): *Funds used to remove/modify existing diversion structures, install and underdrain on 9th & Holdredge Avenue, line and replace 9th St. Sanitary Sewer Main, upgrade Highway 20/4th Street Sanitary Sewer Main and renovate the existing anaerobic pretreatment cell in the wastewater treatment facility to function intermittently decanted extended aeration lagoon (IDEAL Process). Interim Financing through Security State Bank Loan: Original amount of \$2,712,000, with a remaining payoff of \$1,867,467.38; closed on February 3, 2025, under Emergency Ordinance 715.*
 - *Direct USDA Financing: Loan of \$1,877,000 at 2.125% interest over a 40-year term, with an annual payment of \$70,144.00.*
 - *USDA Rural Development Grant: \$1,412,000.*
- WAM-WCCA Energy Lease Agreement (Community Center Fund) HVAC Units:
 - Received 100,000.00.
 - 0% interest loan, up to a period of 10 years (if renewed). Annual rental for leased equipment \$10,000.00, payable in quarterly installments of \$2500.00.
- Office Shop: Copier Lease (Internal Service Fund)
 - \$5675.00; pmts of \$120.82 for 48 months.

- 2019 Freightliner Solid Waste Truck: (Garbage Fund – Capital Projects)
 - Security State Bank Loan: \$174,781.00 at 3.5% interest; \$38,275.56 principal & interest due 07/01/2017 through 07/01/2024.
- 2023 1500 SSV Crew Cab Dodge Truck: (Capital Equipment)
 - Security State Bank Loan: \$57,424.29, 4% interest, 3 annual payments beginning 06/15/2023 through 06/15/2025; pmts of \$20,419.56.

Grant(s)

- *Office of State Lands & Investments Board: (Capital Projects Fund)*
 - *3rd Street Water/Sewer Project:*
 - *Original award: \$768,432*
 - *Town match: \$120,736*
 - *Award Increase: \$58,796*
 - *Total Current Award: \$827,228*
 - *YTD Reimbursed: \$588,957.88*
 - *Grant funds encumbered by October 31, 2024 and expended by December 31, 2026.*
- *Department of Workforce Services State Apprenticeship Expansion Funding (SAEF)*
 - *Awarded \$5000.00*

DELINQUENTS:

Sent 67 delinquent notices to active customers monthly. There were 12 delinquent notices sent to Landlords. An additional 33 notices were mailed out to final billed customers that no longer live in the area. 8 customers were shut off.

SUMMARY OF EXPENSES – CURRENT MONTH:

VISA: \$328.54 (Certified mail, stamps)
 Quill: \$176.91 (paper, envelopes, highlighters, time cards)
 Notary (Harrison): \$60.00
 USPS: \$292.00 (postage)

ONGOING PROJECTS:

Town Hall

PLANNED OR PROPOSED PROJECTS:

Quarterly Payroll Reports

AGENDA & SUMMARY REPORT SUBMITTED TO:

Mayor & Council / 06.16.2025

DEPARTMENT SUMMARY REPORT
Department: POLICE
Prepared By: Chief Kyle McClure

DATE: June 16th, 2025

SUMMARY REPORT

Time Period: May 2024

Patrol Statistics (see attachment)

- 1) We answered **268** incidents for this time period.
 - a) **119** calls for service.
 - b) **149** officer-initiated incidents
 - a. **47** traffic stops, 35 Citations.
- 2) We opened **6** case files.
- 3) We made **0** arrest(s) in this time period.

SUMMARY OF UNEXPECTED EXPENSES PRIOR MONTH

- 1) See vouchers.

FISCAL IMPACT TO BUDGET

- 1) Operating within the overall budget.

ONGOING PROJECT(S)

- 1) Radio grants- Radios are ready just waiting on Comtech to come do the install
- 2) MDT- Vehicle computers and associated equipment are in. MDT's were put in service 6/12/25. Training on Mobile CAD system was on 6/12/25. (a lot of my time was spent here) I installed the docks for the computers myself. Worked with BHC Dispatch supervisor, our IT and BHCSO IT to get everything connected and working properly. Still some bugs to work out.

FACILITIES

- 1) None

VEHICLES

- 1) None

PLANNED or PROPOSED PROJECT(S)

- 1) Looking at the possibility of an "E" citation system.

OTHER

- 1) Training- Rims Mobile, Case law studies, Firearms, Officer VanderPloeg qualified Greybull PD officers in firearms, CPR.
- 2) Community events- Bike rodeo

ATTACHMENTS

- 1) Patrol Statistics for May 2025.

AGENDA & SUMMARY REPORT SUBMITTED TO:

1) Mayor and Council on June 16th, 2025.



BASIN POLICE DEPARTMENT

**PATROL STATISTICS
REPORTING PERIOD: MAY 2025**

06/16/2025

Statistic	Count
Total Incidents	268
Calls for Service	119
Officer Initiated Incidents	149
Traffic Stops	47
Other OIA Incidents	102
Bus/Building checks	0
Veh/Ped Check	3
Total Officer Cases	6
Accident	1
Agency Assist	0
Criminal Accident	0
Incident	1
Information	1
Juvenile Offense	0
Offense	3
Search & Rescue	0
Voided	0
Unclassified Cases	0
Total Misdemeanor & Felony Arrests	2
Misdemeanor Arrests	2
Adult	2
Juvenile	0
Felony Arrests	0
Adult	0
Juvenile	0
Citations	35
Moving Vehicle	34
Municipal Ordinance Violation	1
FIs	1



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH 4th STREET
PO BOX 599
BASIN, WYOMING 82410

TEL 307-568-3331
FAX 307-568-9352
www.thetownofbasin.com

DATE: 5/23/2025

PERMIT NO: _____

JOB ADDRESS		<u>415 W. C St.</u>						
ZONING DISTRICT:		<u>Downtown/Commercial</u>						
OWNER:		<u>Liberty Ranch Holdings, LLC</u>						
MAILING ADDRESS		<u>906 S. 9th St.</u>						
POINT OF CONTACT		<u>Tom Olmstead</u>	Phone # <u>307-578-6780</u>					
BUILDING SET BACKS	<u>N/A</u>	FRONT	SIDE	SIDE	REAR	BUILDING DIMENSIONS	LENGTH	WIDTH
BASEMENT	YES	<u>N/A</u>	FOUNDATION:	CONCRETE	ROOF:	Comp		
	NO			BLOCK		Builtup		
CLASS OF WORK	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE	<input type="checkbox"/> FENCE		
USE OF BUILDING	<u>_____</u>							
Describe work: (plans)	<u>Pig tank. propane</u> <u>will have crash barrier per</u> <u>Fire Inspector</u>							
Valuation of work	<u>\$ 500</u>							
REMARKS AND SPECIAL CONDITIONS								

AGREEMENT

This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced.

The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the town ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.

#1055

PLANS CHECK BY: _____

PERMIT FEE: \$ 25⁰⁰

[Signature]
APPLICANT

5/23/2025
DATE

[Signature]
BUILDING OFFICIAL

5/23/2025
DATE



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

TEL 307-568-3331
FAX 307-568-9352

www.thetownofbasin.com

DATE: 5/27/2025

PERMIT NO: _____

JOB ADDRESS		356 North 8 th Street.					
ZONING DISTRICT:							
OWNER:		Tyler David Williamson					
MAILING ADDRESS		P.O. Box 793 Basin, WY 82410					
POINT OF CONTACT		Tyler Williamson		Phone #		(307) 899-1142	
		Brianna Williamson				(307) 250-6333	
BUILDING	FRONT	SIDE	SIDE	REAR	BUILDING	LENGTH	WIDTH
SET BACKS	DIMENSIONS						
BASEMENT	YES	FOUNDATION:	CONCRETE	ROOF:	Comp		
	NO		BLOCK		Builtup		
CLASS OF WORK	<input checked="" type="checkbox"/> NEW	<input checked="" type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE	<input checked="" type="checkbox"/> FENCE	
USE OF BUILDING	Deck beside house and around front.						
Describe work: (plans)	and also a fence around the property line. Hog panel + pipe will be approx 36 hog panels. Deck will be made of Trex decking, brown, later painted to match house.						
Valuation of work \$	unknown until permit is approved. Deck						
REMARKS AND SPECIAL CONDITIONS	is a ready purchased except frame.						

AGREEMENT

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PLANS CHECK BY:

PERMIT FEE: \$25.00 cash enclosed Blw 5/23/25

APPLICANT

DATE

BUILDING OFFICIAL

DATE

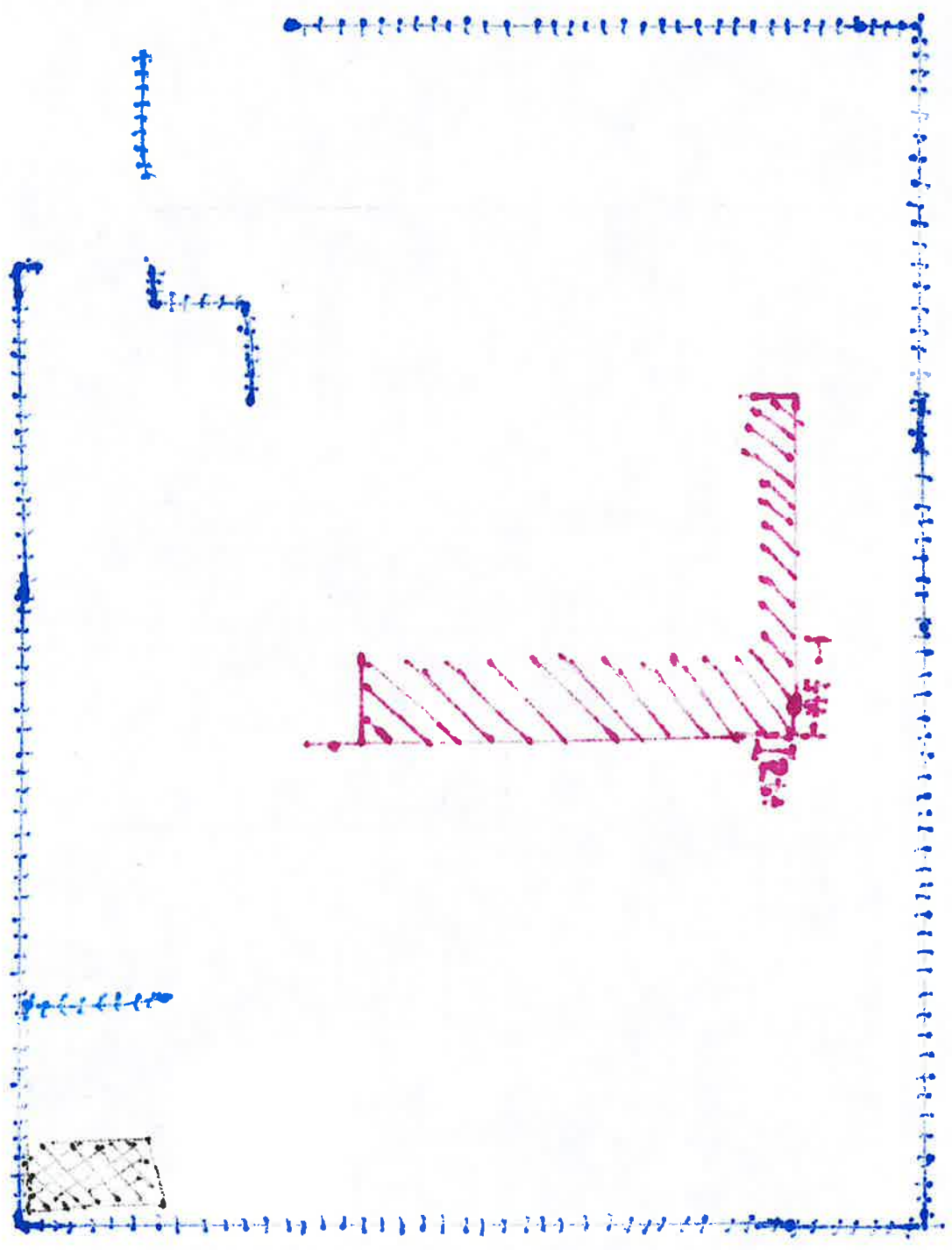
Deck (7' off N side of house, 5 ft off E side of house)

--- - Fence

--- - Chicken Coop



IN-DECK (i.e. all WINGS OF HORSES' 2' OF THE 2' SIDE OF HORSE)  - FENCE  - CHICKEN COOP





TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

TEL 307-568-3331
FAX 307-568-9352

www.thetownofbasin.com

DATE: 5/28/2025

PERMIT NO: _____

JOB ADDRESS		<u>5 Willow Drive, Basin, Wyo</u>	
ZONING DISTRICT:		<u>Residential</u>	
OWNER:		<u>MIKE DELLOS</u>	
MAILING ADDRESS			
<u>Box 21</u>			
<u>Basin Wyo 82410</u>			
POINT OF CONTACT		Phone #	
<u>MIKE DELLOS</u>		<u>(307) 272-2305</u>	
BUILDING SET BACKS	<u>44'</u> FRONT	<u>25'</u> SIDE	REAR
	BUILDING DIMENSIONS		LENGTH WIDTH
	<u>44'</u>		<u>25'</u>
BASEMENT	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
FOUNDATION:	<u>CONCRETE</u>		ROOF: <u>Comp</u>
	BLOCK		Builtup
CLASS OF WORK	<input type="checkbox"/> NEW	<input checked="" type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> FENCE
USE OF BUILDING	<u>Garage & Car Port</u>		
Describe work: (plans)	<u>Building a garage & Trailer Port - Building the garage to the house and putting a trailer Port on north end of Garage</u>		
	<u>Concrete 32' x 25' and Trailer Port without concrete floor</u>		
Valuation of work \$	<u>\$70,000</u>		
REMARKS AND SPECIAL CONDITIONS			

AGREEMENT

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The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the town ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.

PLANS CHECK BY:	PERMIT FEE: \$
<u>Mike Dellos</u>	<u>5/28/2025</u>
APPLICANT	DATE
<u>Tony Harrison</u>	<u>6/2/2025</u>
BUILDING OFFICIAL	DATE



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

TEL 307-568-3331
FAX 307-568-9352
www.thetownofbasin.com

DATE: 6/4/2025

PERMIT NO: _____

JOB ADDRESS		<u>706 S 3RD St.</u>	
ZONING DISTRICT:			
OWNER:		<u>Arthur William Dahlke</u>	
MAILING ADDRESS		<u>P.O. Box 211</u> <u>Basin WY 82410</u>	
POINT OF CONTACT		<u>Bill Dahlke</u> Phone # <u>307 321-6923</u>	
BUILDING SET BACKS	FRONT	SIDE	REAR
	<u>10'</u>	<u>10</u>	<u>8</u>
BUILDING DIMENSIONS		LENGTH <u>10</u> WIDTH <u>8</u>	
BASEMENT		FOUNDATION:	ROOF:
<u>NO</u>		CONCRETE BLOCK	Comp Builtup
CLASS OF WORK <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> FENCE			
USE OF BUILDING		<u>Storage</u>	
Describe work: (plans) <u>Remove 2 Sheds And Install 2 SKID Sheds for Storage.</u>			
Valuation of work \$		<u>2000</u>	
REMARKS AND SPECIAL CONDITIONS			

AGREEMENT

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The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the town ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.

PLANS CHECK BY: _____ PERMIT FEE: \$ _____

[Signature]
APPLICANT
Tom Harris
BUILDING OFFICIAL

6/4/2025
DATE
6/4/25
DATE

- Municipalities
- Ownership (black lines)
- Rivers, Creeks, Lakes
- BLM
- National Park Service
- Bureau of Reclamation
- Dept of Defense
- Forest Service
- State of WY
- Highways
- County Roads
- Other Roads

Big Horn County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.
 Wyoming MapServer
 Big Horn County
 printed 6/4/2025



702

S 3RD ST

HOLDREGE AVE

MONTANA AVE

11-2-4-11 BULK REGULATIONS BY ZONING DISTRICTS.

Zone	Street Setback	Alley Setback	Other Lot Line Setbacks	Maximum Building Height
Residential	15'	5'	5'	35'
Mixed Residential	15'	5'	5'	35'
Rural Residential	10'	5'	5'	35'
Mixed Use	10'	5'	5'	35'
Downtown	0'	5'	0'	35'
Commercial	0'	5'	0'	35'
Railroad Commercial	0'	5'	0'	56'
Institutional	None	None	None	56'
Industrial	20'	5'	0'	56'

11-2-1 ZONING DISTRICTS.

The Town of Basin is hereby divided into the following zoning districts as shown below. These zoning districts are created in order to promote the orderly development of land within the Town of Basin.

District	District Intent	Reference
Residential (R)	Provides an area for residential development and compatible uses at a density designed to promote efficiency in the delivery of essential services.	11-2-4-2
Mixed Residential (MR)	Provides an area for residential, multiple-family residential and manufactured housing development and compatible uses designed to promote efficiency in the delivery of essential services.	11-2-4-3
Rural Residential (RR)	Provides areas of low-density development and low-density uses to preserve a predominantly rural residential and agricultural character.	11-2-4-4
Mixed Use (MU)	Provides an area that provides a transitional use between commercial and established residential uses.	11-2-4-5
Downtown (D)	Provides an area of commercial, public and residential that would retain much of its present physical character, which are predominantly older and historic buildings arranged in a traditional pattern.	11-2-4-6
Commercial (C)	Provides placement of retail, service and wholesale providers and similar businesses in the areas where central services are available.	11-2-4-7
Railroad Commercial (RC)	Provides an area for the placement of commercial establishments along the railroad corridor.	11-2-4-8
Institutional (IL)	Provides areas for the placement of educational, health and governmental operations in a manner designed to accommodate their unique physical development needs.	11-2-4-9
Industrial (I)	Provides areas for wholesale activities warehouses and industrial operations such as manufacturing, assembly and fabrication activities whose external physical effects will be felt by some degree of surrounding properties.	11-2-4-10



TOWN OF BASIN

BUILDING PERMIT APPLICATION

209 SOUTH
PO BOX 599
BASIN, WYOMING 82410

4th STREET

TEL 307-568-3331
FAX 307-568-9352

www.thetownofbasin.com

DATE: 6/9/25

PERMIT NO: _____

JOB ADDRESS		<u>617 So 4th St</u>	
ZONING DISTRICT:		<u>MU</u>	
OWNER:		<u>Charles E Hopkins</u>	
MAILING ADDRESS		<u>P.O. Box 692</u> <u>Basin WY 82410</u>	
POINT OF CONTACT		<u>Charles E Hopkins</u>	
		Phone # <u>307-272-5220</u>	
BUILDING SET BACKS	FRONT	SIDE	REAR
BUILDING DIMENSIONS	LENGTH	WIDTH	
	<u>30'</u>	<u>20'</u>	
BASEMENT	YES	FOUNDATION:	CONCRETE
	<u>NO</u>		<u>BLOCK</u>
			ROOF: <u>Comp</u>
			<u>Builtup</u>
CLASS OF WORK	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION
		<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOVE
		<input type="checkbox"/> FENCE	
USE OF BUILDING	<u>Home</u>		
Describe work: (plans)	<u>Move Main Power, replace Fencing + Move Water & Sewer and Build Home</u>		
Valuation of work \$	<u>20,000</u>		
REMARKS AND SPECIAL CONDITIONS			

AGREEMENT

This permit becomes null and void if work or construction authorized is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 365 days at any time after work is commenced.

The undersigned hereby agrees that the proposed work shall be done in accordance with the plans and specifications and statement herewith submitted and in conformity with the provisions of the town ordinances pertaining to the erection of buildings in the Town of Basin, Wyoming. Demolition work to be completed in 30 days unless otherwise noted under remarks.

PLANS CHECK BY:	PERMIT FEE: \$
<u>Charles E Hopkins</u>	
APPLICANT	<u>6/9/25</u>
	DATE
<u>Tom Har</u>	<u>6/9/2025</u>
BUILDING OFFICIAL	DATE







TOWN OF BASIN

Regular Council Meeting-Minutes

Thursday, May 8, 2025

Basin Town Hall-7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A regular meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Thursday, May 8, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

Council Members' Present: CJ Duncan, Brent Godfrey, Chuck Hopkin, Linda Weeks and Mike Dellos.

Also present were Town Administrator Deaun Tigner, Attorney Kent Richins, Chief Kyle McClure, Tony Harrison.

Public Comment: No Public Comment.

Matters from Staff Members or Council Members, Roundtable (prior month):

Public Works/Water: Tony Harrison reviewed his submitted Department Summary Report with the council. Raw water has been completed. Harrison explained to the council that a new, three-pair data cable needs to be trenched in from the building by the water towers down to the pole on the west side of the raw water pond. This cable allows the SCADA system to transmit data such as tank levels for the raw water system. The council member asked why the cable couldn't be spliced and re used. Harrison explained that the cable has been above ground laying in the dirt and brush and the cable has been degraded by weather and environment. The new cable is a direct bury cable that will be trenched in at 24" deep and a caution tape will be laid 12" above the cable. Councilmember Dellos stated that the data cable line was installed in 1988.

Electric Department: The council read the report for the electrical department as no one was present to present the information.

Administrative: Deaun Tigner stated that there has been lots of training in the office. Town Clerk Harper has trained Tony Harrison as the Town Clerk. The kitchen area will be under construction in the week of the 19th of May for a new floor. Tigner stated that dog licensing is down from the previous year. The court had \$947.00 in fines and \$40.00 in court fees the previous month. Three new citations, four bail forfeitures, and three found guilty. There were three LGLP claims that had been filed and LGLP had denied those claims.

Police Department: Chief Kyle McClure reviewed his DSR and patrol statistics with the council. Computers, docks, and vehicle mounts have been ordered. As soon as the items are in they will be installed in the patrol vehicles. Officer Vanderploeg's patrol vehicle is having issues with radio, lights and sirens. Chief McClure noted that securing grants has become increasingly difficult to obtain due to the current state of the Federal Government and funding cuts. Officer Vanderploeg attended the Easter Egg Hunt at Wyoming Retirement Center. Chief McClure stated that he was at the Sheriff's Association meeting in Douglas, WY the week of May 5, 2025. Legal Council: Attorney Richins didn't have anything to report on that wasn't on the agenda. Town Engineer: Jesse Frisbee was not present at the meeting. The council read the report that was submitted via email.

Committees/Commissions/Departments:

Planning Zoning: Nothing currently.

Recreation District: Report given by Chuck Hopkin. Hopkin stated that the User/Lease agreement between the Town, School District #4, and the recreation department will be passed on to the school so it can be discussed in the next School Board meeting. The recreation department did not accept the agreement and wants to wait until the school board has an opportunity to review and accept. Hopkin stated that someone drove through one of the Lion's Field baseball parks. He asked if the Public Works Crew would be able to take a piece of equipment up there and fill in the ruts. The recreation department would like to get power from the electric pole on the Southwest side of the swimming pool and trench the power from the pole to the east and install 120V power into the building on the east side of the swimming pool. Mayor Duncan advised Hopkin that the property lines of the school and the town need to be addressed and found prior to any work being done. Mayor Duncan wants to make sure that utilities don't overlap on the school/town property.

Activities Committee: Nothing reported.

Town Beautification: Linda Weekes reported on the town beautification. Weekes stated that the mural painting was in the works and grants were being sought for funding. There are volunteers in the community that will help plant flowerpots by the chamber office and those pots will be distributed throughout the town. 11 out of 22 businesses have purchased town beautification sponsorships and their names will be placed on a billboard. The town has a welcome sign on the north end of the town and on the south end of the town. The benches will be moved from the signs and taken to the Chamber office and placed. Lilac trees will be planted on the edge of the signs. Weekes stated that walking path has had people driving vehicles on it. She asked if new signs can be ordered as the old signs are faded and not effective.

South Big Horn County Joint Powers Board: Brent Godfrey stated that there was not much to update on from the previous meeting.

Big Horn Regional Point Powers Board: Mayor Duncan stated the Big Horn Regional was waiting on funding and engineers for the proposed water tank at Kirby, WY. Duncan stated there was a new water line project in the works to help service Washakie Rural.

Building/Demolition Permits:

South Big Horn County Water District (311 West C Street) Entry way addition.

Councilmember Godfrey made a motion to approve the building permit, Councilmember Hopkin seconded; motion carried.

Executive Session: Executive session was not requested at this time.

Approve Consent Agenda/Addition/Deletions: Councilman Godfrey made a motion to approve the conduct of business with the deletion of the Town/School/Recreation Agreement and add the electric hookup and sign brackets with the recreation department.

Councilmember Hopkin seconded; motion carried.

Conduct of Business:

Meeting Minutes: Regular Meeting minutes from April 10, 2025, and April 24, 2025 have been reviewed. Councilmember Godfrey made a motion to accept all the minutes as written, Councilmember Hopkin seconded, and the motion carried.

Vouchers:

Vouchers were presented for \$226,414.41 plus net payroll \$60,806.46=GT \$287,220.87 Councilmember Hopkin made a motion to pay the bills, Councilmember Dellos seconded, and the motion carried.

Recreation District Advertising Brackets: The Recreation district wants to attach brackets to the East exterior wall of the gymnasium to hang sponsorship banners. Brackets will be attached to the top and bottom of the wall. The sponsorship banners will then attach to the metal brackets. Councilmember Hopkin made a motion to allow the recreation district to attach the metal brackets to the exterior of the building. Councilmember Weekes seconded the motion, motion carried.

Recreation District Electrical: The recreation district wants to get electrical service from the pole on the Southwest pole by the swimming pool and trench it east over the building that is currently on the east side of the swimming pool. Councilmember Godfrey made a motion to have the town engineer find the property lines of the school and town and to make sure the pole is on the town's property and to work with an electrical company, so it is done right. Councilmember Weekes seconded the motion, motion carried.

Motorcross Lease Agreement: The recreation district has a subcommittee with two recreation district board members on the committee. If the subcommittee/recreation district doesn't want to continue in the future with the motorcross then the leased ground would have to be put back to the way that the town wants it. This needs to be added to the agreement. Councilmember Hopkin made a motion to approve the lease agreement with the change. Councilmember Godfrey seconded the motion, motion carried.

Special Events Permit: There will be a car show during Lilac Days. John Bubla is the contact person for this event. John is requesting to close Murphy Street by the Road & Bridge and the Big Horn County Jail and have the car show. Councilmember Godfrey made a motion to accept the event permit for Lilac Days. Councilmember Weekes seconded the motion, motion carried.

AVI: AVI sent an official notification that their rates will increase for the year 2025. The council acknowledged the rate increase. Councilmember Dellos made a motion to approve the rate increase proposed by AVI, Councilmember Weekes seconded the motion, motion carried. Councilmember Hopkin is against the AVI rate increase.

3rd Street Water Line Project: Tony Harrison gave a report to the council. Wilson Brothers have tied the new line in at South Street. New services on 3rd street were being installed at this time. Wilson Brothers will begin the change order portion of 4th and C street soon. Road base still must be put in where the company has dug. Paving will begin shortly after that.

Ordinance 717-Sewer Rate Increase: The town has 574 small sewer users (water taps ¾" or smaller) 51 large users (water taps greater than ¾") and 2 nonresident sewer users. The sewer rate increase proposed is as follows:

¾" or smaller-Base Fee of \$37.90 and \$.55 per 1000 gallons of potable water used.

¾" or bigger-Base Fee of \$55.00 and \$.75 per 1000 gallons of potable water used.

Nonresident users: Base fee of \$47.50 and \$.55 per 1000 gallons of potable water used.

Councilmember Godfrey made a motion to accept the ordinance as proposed. Councilmember Weekes seconded the motion, motion carried.

Ordinance 716: Mayor Duncan spoke about the payment on the Police Department Vehicle and that there is only one payment left of \$20,000.00. There was a proposed \$20,000.00 for the fiscal year 2025-2026. The \$20,000.00 doesn't need to be budgeted as the vehicle will be paid off. Mayor Duncan wants to see the \$20,000.00 be used in a different area within the budget. Mayor Duncan wants to continue putting \$10,000.00 into a reserve account for vehicle replacement. Mayor Duncan proposed that the council looks at removing two trees at South 7th & Mattson Avenue. The council instructed Tony Harrison to get two estimates from tree removal companies. Councilmember Hopkin made a motion to accept the ordinance, Councilmember Godfrey seconded the motion, motion carried.

Executive Session: Councilmember Godfrey made a motion to go into executive session at 8:29 PM, Councilmember Hopkin seconded, motion carried.

Executive session ended at 9:03 PM.

Councilmember Hopkin made a motion to send letter of apology, Councilmember Godfrey seconded, motion carried.

Councilmember Godfrey made a motion to adjourn the meeting at 9:05 PM, Councilmember Hopkin seconded, motion carried.

Town of Basin Mayor/CJ Duncan

Tony Harrison-Town Clerk

TOWN OF BASIN

Regular Council Meeting-Minutes

Thursday, May 22, 2025

Basin Town Hall-7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A regular meeting of the Town of Basin Council was held at the Town Hall in Basin, Wyoming on Thursday, May 22, 2025. The meeting was called to order by Mayor CJ Duncan at 7:00 PM.

Council Members' Present: CJ Duncan, Brent Godfrey, Chuck Hopkin, Linda Weeks and Mike Dellos.

Also present were Town Administrator Deaun Tigner, Attorney Kent Richins, Chief Kyle McClure, Town Clerk/Public Works Manager Tony Harrison, Town Engineer Jesse Frisbee, Don Russell, Josh Huggins, Barbara Greene, Tom Olmstead, and Jennifer Olmstead

Public Comment: No Public Comment.

Building/Demolition Permits:

Rusty Burden-814 S 6th Street. Tear down an old shed and replace it with a portable shed.

Liberty Ranch Holdings, LLC-415 W C Street. Addition of a shed at this property.

Councilmember Godfrey made a motion to approve the building permits, motion seconded by Councilmember Weeks, motion carried.

Executive Session:

No executive session requested.

Approve Consent Agenda/Addition/Deletions:

Councilmember Hopkin made a motion to approve the agenda with no addition or deletions.

Councilmember Godfrey seconded the motion, motion carried.

Date change for the next council meeting: The council meeting was discussed to be moved to June 16, 2025, due to members being unavailable for the June 12, 2025, meeting.

Councilmember Godfrey made a motion to change the meeting from June 12, 2025, to June 16, 2025, at 7:00 PM. Councilmember Weeks seconded the motion, motion carried.

Town/School/Recreation Use Agreement:

Councilmember Hopkin stated that the School Board has not come back with information to the recreation department board.

Motorcross: Jesse Frisbee has completed the survey of the proposed property for the lease agreement for the recreation department. Councilmember Godfrey made a motion to move the lease to the recreation department, Councilmember Dellos seconded the motion, motion carried.

AVI: Jesse Frisbee advised the council that there will be a preliminary job showing on Tuesday, May 27, 2025, at 2:00 PM for contractors to look at the sight of the new proposed sewer lagoon. Jesse stated that no one from AVI would be there. On Thursday, May 29, 2025, there will be a Prebid Conference at the council room and AVI will be attending this meeting. Bid opening will be June 24, 2025, at 2:00 PM.

Councilmember Hopkin is concerned about the cost of the new proposed sewer lagoon. Hopkin stated that he has been talking to other engineers in the State and believes that this project is costing too much. Mayor Duncan would like Hopkin to compare the companies he has been in contact with and understand the goal of the new lagoon. Hopkin stated that the companies he was talking to had already bid the project out in 2019. As of current, no bid has been placed or accepted by the council. The current bidding process will be on May 29, 2025.

3rd Street Wate Project: Jesse Frisbee advised the council that the original part of the water line project has been completed. The paving of the street is underway and will be completed soon. Frisbee stated that WYDOT has amended the M54 and will allow Wilson Brothers to dig out into 4th street from C street and replace the cast iron water line to the main line. A new valve will be installed. Wilson Brothers will have 30 days to finish the cleanup on the project.

4th Street Repair/ Pavement:

Jesse Frisbee advised the council that as soon as the 3rd street water project is completed, Wilson Brothers will begin the fixing process on 4th street. This was a previous project from the past that needs attention to the pavement heaving in the roadway. Mayor Duncan advised Public Works Manger Tony Harrison that the town had agreed to provide the pit run for this project.

Budget 2025/2026: Public Works Manger Tony Harrison provided the council with quotes from Rocky Mountain Tree Service and 307 Tree Service & Landscaping. The bids came in respectively at \$9000.00 and \$10,000.00. Harrison advised the council to follow the city ordinance and have the adjacent property owner take care of the trees that are being considered for removal. Harrison told the council that if they choose to remove the trees then there is a third

tree that is a concern to a resident's property. Harrison asked if the council made the decision to remove the trees at South 7th & Matteson, then he asked for permission to remove the third tree by the undeveloped Lilac Street. Mayor Duncan proposed to move \$10,000.00 in the budget so the trees can be removed. Mayor Duncan proposed that Public Works Manger Tony Harrison, and Crew Leader Roberta Nelson make the decision on what trees need to be removed. Councilmember Hopkin made a motion to move the \$10,000.00 into a tree trimming line item and allow Harrison and Nelson to make the decision on what trees need to be removed. Councilmember Weeks seconded the motion, motion carried.

Ordinance 716 – Budget 2025/2026: Don Russell talked to the council about the 2025/2026 Budget. Russell advised the council to add \$130,000.00 to the replacement funds. He stated that the emergency reserves are \$2,000,000.00. Russell stated that the six enterprise funds are all in the positive. Russell said that there is about 43% of cash on hand that the town can operate for about four months without any income. The General Fund and Internal Funds are up \$30,000.00. Russell stated that the town needs to transfer \$31,000.00 from the Capital Projects Fund to the General Fund. The project fund has \$3,000,000.00 cash in the account. Overall, Russell is very pleased with where the budget is for the 2025/2026 Fiscal Year. Councilmember Godfrey made a motion to approve the budget on the second reading. Councilmember Hopkin seconded the motion, motion carried.

Ordinance 717-Sewer Rate Increase Second Reading: Mayor Duncan reviewed the ordinance. The new rate increase for small users is \$37.90, \$55.75 for large users, and \$47.50 for non-resident users and usage calculation at \$.55 per 1000 gallons of potable water consumed. Councilmember Hopkin made a motion to pass this ordinance on the second reading. Councilmember Weeks seconded the motion, motion carried.

Public Comment: Barbara Greene reminded everyone that Lilac Days is approaching and would like to see Town personnel attend.

Tom Olmstead wanted the council to know that he is wanting to place a propane pig tank at his business at 415 West C Street. Olmstead has been in contact with the State Fire Marshall. The Fire Marshall requires a crash barrier in front of the tank. Olmstead intends to purchase Mafia Barriers from Big Horn Redi Mix.

Mayor Duncan appreciates that Councilmember Hopkin is researching the lagoon project and wanting to make sure the town residents are being taken care of.

Executive Session: No Executive Session requested.

Councilmember Hopkin made a motion to adjourn the meeting at 7:48 PM. Councilmember Godfrey seconded the motion, motion carried. Meeting adjourned at 7:48 PM.

Town of Basin Mayor/CJ Duncan

Tony Harrison-Town Clerk

Tyler and Brianna Williamson
356 North 8th Street
P.O. Box 293
Basin, WY 82410
(307) 250-6333

June 11, 2025

Town of Basin
Town Council Members
919 West B St., Suite 1A
P.O. Box 599
Basin, WY 82410
(307) 568-3331

Dear respected Council members,

This letter should serve for purposes of a *letter of interest* regarding the Town's property adjacent to our property.

To come before you during the next Council meeting, scheduled for June 16, 2025 is a permit for a fence to be built around our property line. Prior to submission of the permit to the Town, we asked the Town Foreman to come look at our property to see if what we are asking for is even feasible. Upon information that our requested materials are not on the prohibited list of materials, and that fences like this are routinely before the Council, we persisted in our endeavor.

Further, the Town Foreman cautioned us to be sure and aware of our property lines. We sought a survey in the interim to ensure we do not encroach on the Town's property. Upon information received from a previous survey, we came to the conclusion that we are going to lose a portion of land that we have been taking care of for almost seven (7) years. We live beside a power pole and have always mowed and maintained the property right up to that pole, and up to the sidewalk at the front of the property. We discovered via an older survey that the property line is much closer to our house, butting up to the end of our shelter (previously constructed prior to our buying the house). We are seeking a new survey just to confirm the old survey's findings. This *letter of interest* is being submitted in the intertrim to try to recoup our loss of property.

This *letter of interest* should serve as two-fold in this project. We are interested in receiving from the Town the property we already thought belonged to us. In our opinion, there is not enough room in between the two properties, from the powerpole to our property for a road, a street, etc. There is a well established apple tree that we have maintained that would have to be

torn out should the Town identify a use for such a small sliver of land, as well as the sidewalk that borders the front area that would need to be torn out. We have maintained that sliver of land along with the rest of our yard to the best of our abilities. We are interested in maintaining that as part of our property. Further, it would add for the Town to take care of. By allowing us the property we already thought was ours, and that we have already been maintaining, the Town would not be prejudiced. We are open to negotiations regarding the matter.

The second fold of this project and *letter of interest* is our interest in the property on the other side of the powerpole. For the last seven (7) years, there has been nothing in that "street". There is a large brush pile beside the powerpole that has grown since we have lived here. To the best of our knowledge, the Town has not used that property for any purpose since we have lived here. It is generally a toss-up between our neighbor Rene and us, who will call to have someone cut the weeds because they are getting too tall. Should the Town be willing to part with that area, an equitable solution would be to divide that property in half; half to us, have to Rene. Should Rene show no interest in maintaining that property, we would take full responsibility of maintaining that area.

As we are constructing a fence, we are willing to negotiate all gate points with the Town to allow for the regular maintenance of the powerpole, should our property need to be used for that.

We are submitting this letter to the Town Council for the purposes of obtaining 1.) the sliver of land between the powerpole and our property that we have held out as our own, maintained, and enjoyed for the last seven (7) years and 2.) the property on the opposite side of the powerpole.

Thank you for your time and consideration in our *letter of interest*.

Sincerely,

Handwritten signatures of Tyler and Brianna Williamson and Bin Williams. The signatures are written in black ink on a horizontal line. Tyler and Brianna's signature is on the left, and Bin Williams' signature is on the right.

Tyler and Brianna Williamson

Enclosures:

CC: picture of property prior to new survey





Pictures taken June 10, 2025



24 HR ALCOHOLIC BEVERAGE SALES PERMIT APPLICATION

To be completed by City/County Clerk

Date filed with clerk: 5 22 25 Local Permit #: _____

Permit Fee Per Day: \$ 250.00 (\$50.00 maximum fee per day)

Number of Days: 5

Total Permit Fee: \$ 250.00 (Permit Fee Per Day X Number of Days)

If a permit is being used on Town of Basin Property, there shall be an additional \$100 deposit fee which shall be refundable if the venue is cleaned adequately. If the venue is not cleaned per the requirement, the Town of Basin shall retain the entire \$100 deposit fee to pay for the cleaning.

Deposit Required? YES NO Deposit Amount Paid \$ _____

Applicant: Ligas Western Cuisine Phone: 207, 765-4765

Address: 200 Graylock Ave City: Greenville State: WY Zip: 82426

Name of Event: Big Horn County Fair

Event Location: BoHC Fairgrounds

Event Date(s): 7/29/25 Time: 12 am/pm Through 8/13/25 Time: 12 am/pm
7/29/25 NOT 8/13/25 7/30/25 8/13/25

NOTE: EACH PERMIT IS FOR ONLY THE ON-PREMISE SALES AND CONSUMPTION OF ALCOHOL AND ONLY AT THE PERMITTED EVENT

FILING TYPE (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)	
<input checked="" type="checkbox"/> Malt Beverage Permit (W.S. 12-4-502(a) / W.S. 12-2-201(b))	<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> CORPORATION
<input type="checkbox"/> Catering Permit (W.S. 12-4-502(b)) *Applicant must have RETAIL liquor license	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> ORGANIZATION
	<input checked="" type="checkbox"/> LLC	<input type="checkbox"/> OTHER _____

24 HOUR MALT BEVERAGE PERMIT:

Allows a responsible individual or organization to sell malt beverages at a picnic, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit. Issuance is limited to no more than 12 times per calendar year per individual or organization at any one location. W.S. 12-4-502(a) / W.S. 12-2-201(b)

24 HOUR CATERING PERMIT:

Allows a RETAIL licensee to sell alcoholic liquor and malt beverages for on-premise consumption at another location for meetings, conventions, private parties and dinners or other similar gatherings not capable of being held within the licensee's licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the permit. Issuance is limited to no more than 36 times per license term year in any one location. W.S. 12-4-502(b)

Estimated number of attendees: _____ Estimated number of vehicles: _____

Will minors be allowed at the Event Location? YES NO

If yes, describe how you will ensure that alcoholic beverages will be consumed only by those age 21 and older:

will have wristbands for each day for those over 21

If No, describe how will minors be kept out of the Event Location:

Will you be checking I.D.'s prior to dispensing alcohol? YES NO

If No, please explain how minors will be identified: _____


Description of the area where alcohol will be distributed: (Please include a building or site diagram with measurements including where the alcohol will be distributed and how the area will be secured against minors entering that area.)

Beer garden at fairgrounds - south of grandstand

By filing this application, the Applicant and the Applicant's representatives agree to sell alcoholic beverages and operate in Wyoming under the requirements of all applicable Wyoming state laws and rules, local laws and rules, and to file required sales tax reporting documents and applicable sales taxes.

By signing this application, I acknowledge for the Applicant, that all of the information provided is true and correct. This application must be signed by an Owner, Partner, or a Corporate Officer, an LLC / LLP member, or an individual authorized by the Applicant to act on behalf of the Applicant.

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.


Signature Applicant

Printed Name

A Erik Guod

Date

5, 22, 25

Signature of Licensing Authority Official

Title

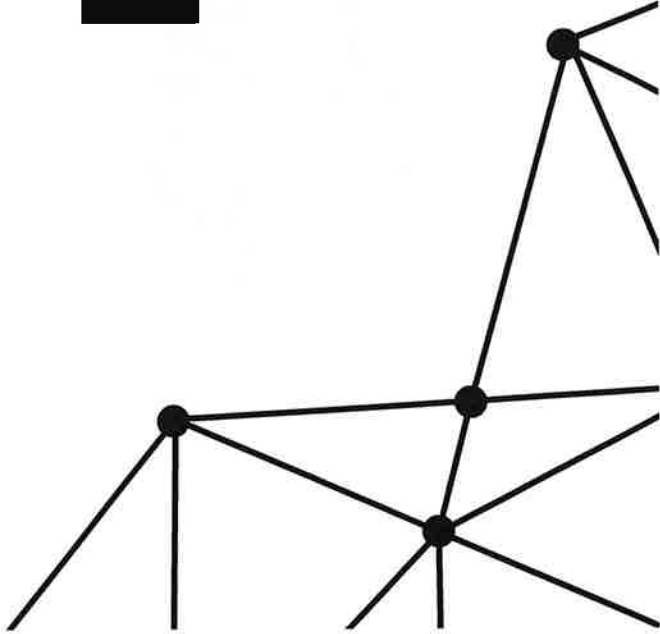
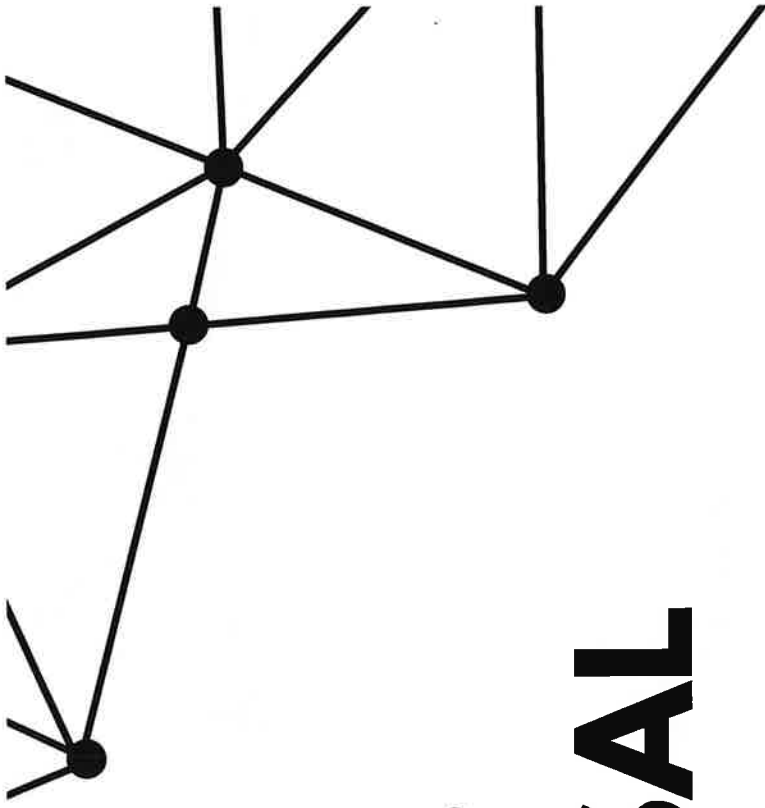
Date

Big Horn County Fairgrounds



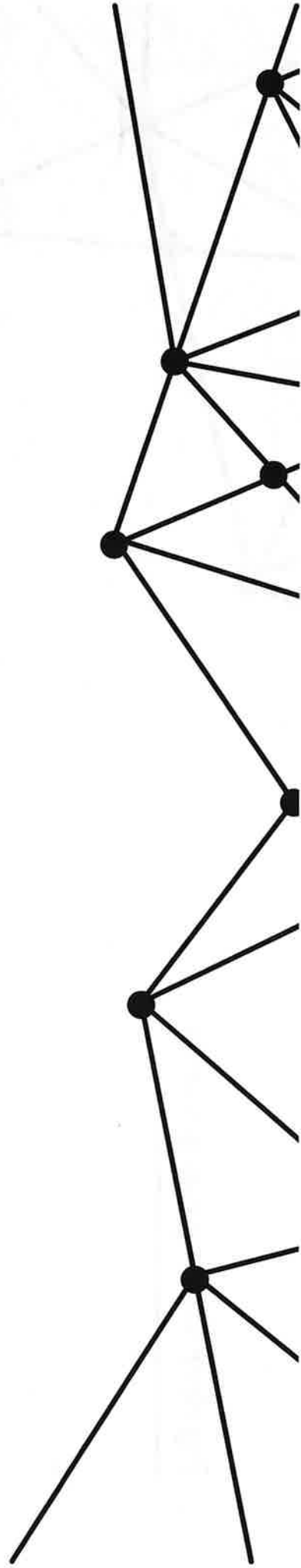
Banner **PROPOSAL**

Catherine Foss



Lists of **CONTENT**

- Purpose
- Objective
- Plan
- Community Benefit

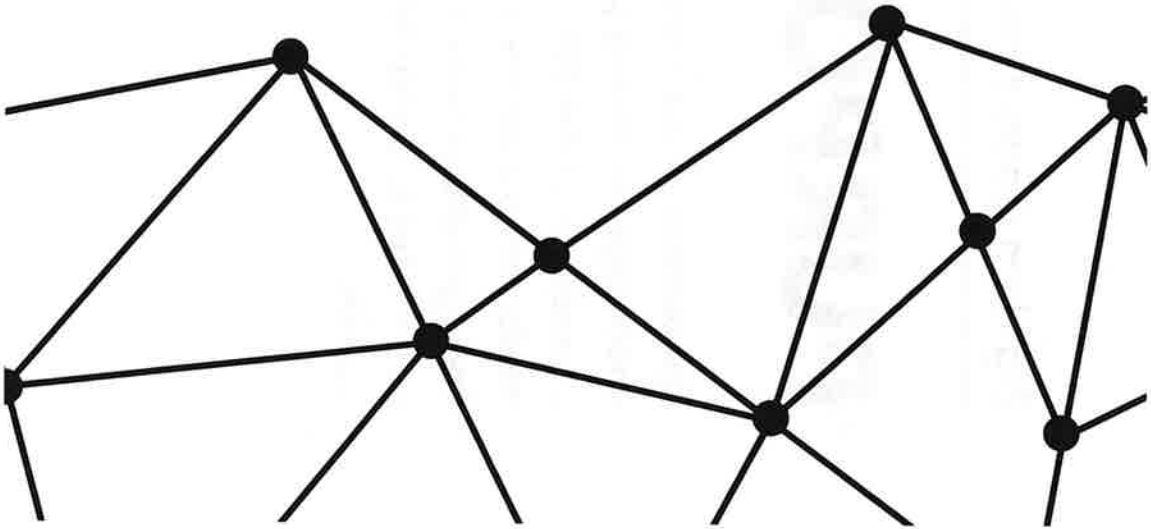


Big Horn County Fair

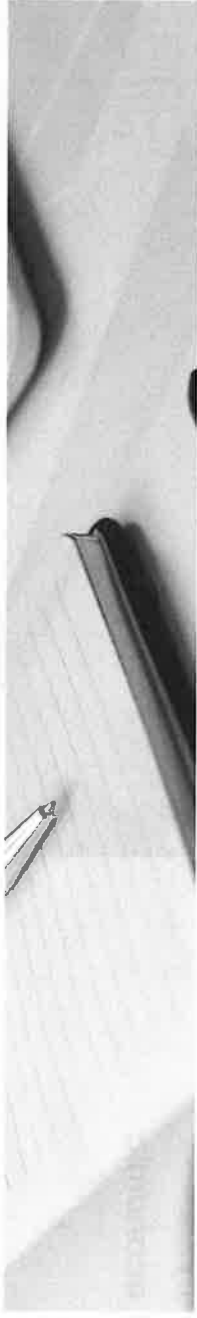
PURPOSE

The purpose of the banners is to raise awareness, encourage community participation, and increase attendance at the fair. This annual event celebrates our county's rich heritage, local talent, and agricultural roots and significantly contributes to community pride and economic activity.





Big Horn County Fair

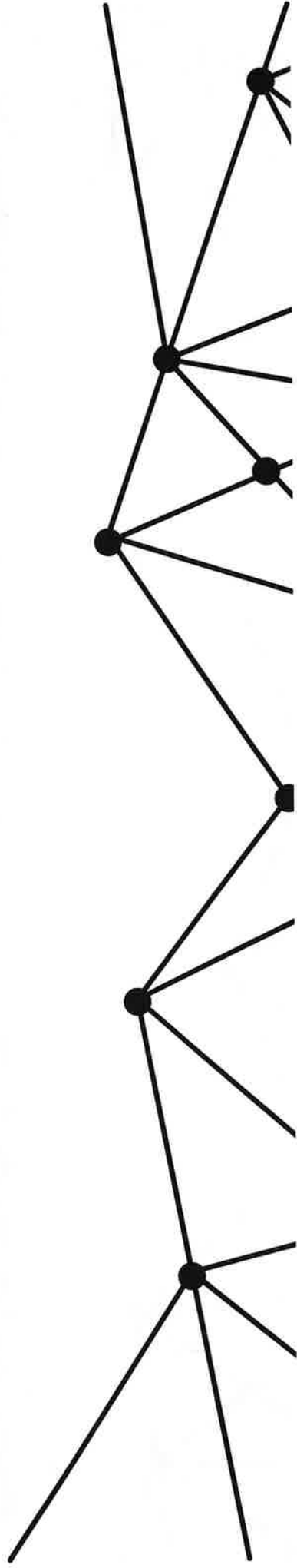


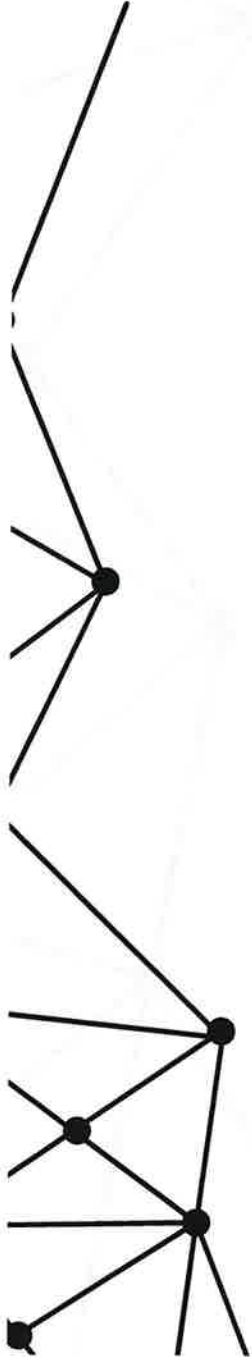
OBJECTIVE

Request permission from the council to allow the Town of Basin Linemen to hang a promotional banner across Main St. in anticipation of the upcoming county fair.

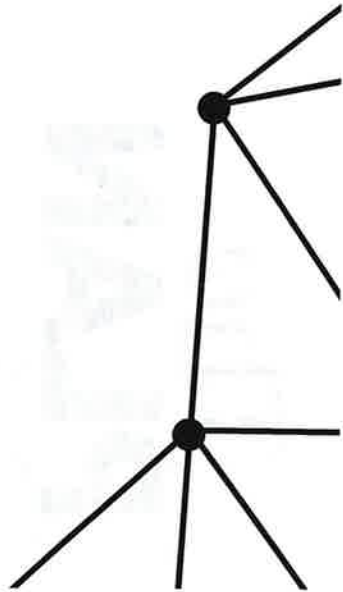
The **PLAN**

- Pepsi has offered to assist with banners that we have created to promote the BHCF as long as their logo is visibly on the banner
- We plan to hang these banners across Main street on the lamp post similarly to the lights during Christmas time
- Our request is that the Town of Basin lineman hangs the banners at their earliest convenience





PROPOSED DESIGN

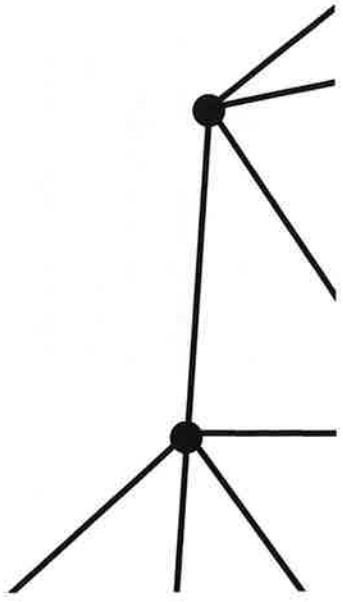




BANNER DETAILS

Quantity: 1 Banner

Proposed Location: Main St. closer to the Fairgrounds



Local Economy

By promoting the county fair with a large banner, increases attendance which means more foot traffic for local businesses, vendors, restaurants, and hotels during the event period.

Increased Community Awareness

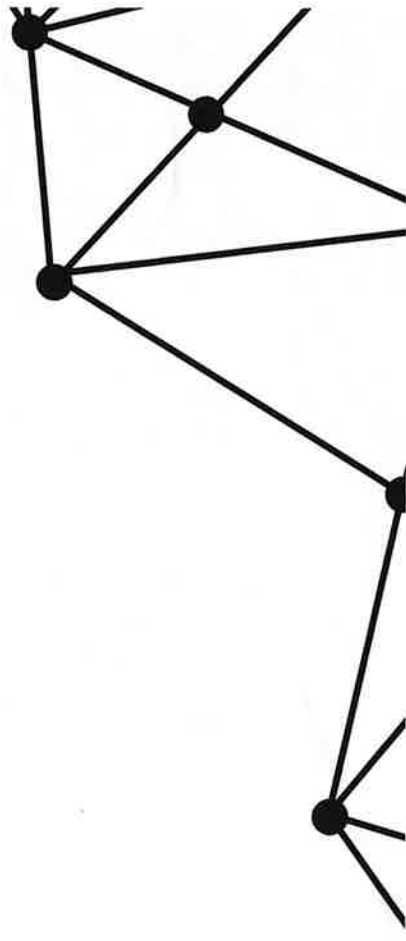
Banners are highly visible and placed in strategic locations like main streets, parks, or intersections, where thousands of people see them daily. This constant exposure builds awareness among all age groups and demographics, helping to ensure no one misses the fair. It reinforces event dates, themes, and excitement — especially for those who might not use social media or follow local news.

Positive Civic Image

Banners show that the city or county is invested in local traditions and community well-being. It sends the message that local leadership supports public celebrations and is proud of local culture, which boosts public perception and civic pride.

Big Horn County Fairgrounds

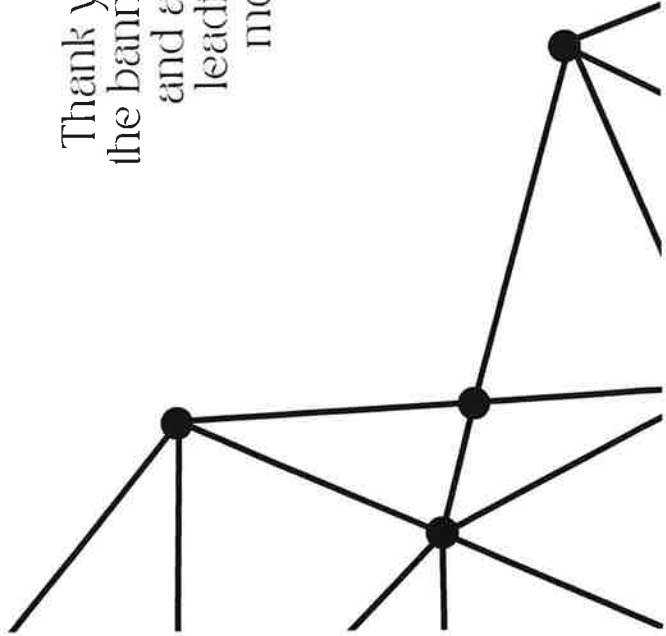
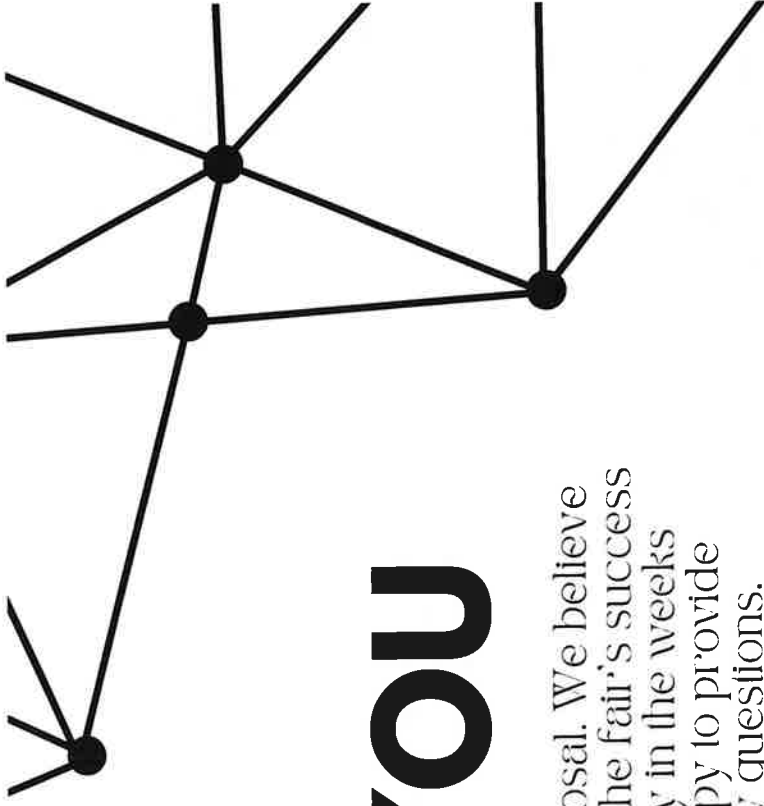
COMMUNITY BENEFIT



Big Horn County Fair

THANK YOU

Thank you for considering our proposal. We believe the banners will contribute greatly to the fair's success and add vibrancy to the community in the weeks leading up to the event. We're happy to provide mockups or meet to discuss any questions.





Town of Basin Special Events Permit Application

The completed special events application must be submitted to the Town Clerk's Office at least fourteen (14) business days prior to the event.

Applicant Information

Responsible party's name: Big Horn County Fair (Barbara Anne Greene & Catherine Foss)
Organization: Big Horn County Fair Rodeo and Royalty Parade
Address: 315 Holdredge Ave. Basin, WY 82410
Contact Phone: (307) 250-3427 E-mail: fair@bighorncountywy.gov

Event Information

Name of event: Big Horn County Fair Rodeo and Royalty
Purpose of event (e.g. fund raiser): celebration ; parade
Event location: US Hwy 20 between milepost 196.5 and milepost 195.3
Description of event: Fair parade through the town of Basin, Wyoming

Event date(s): 08/02/25

Event time(s): Start: 10:00am End: 11:30am

Set up begins: Date: 9am Time: 10:00am

Estimated number of attendees: _____

Estimated number of vehicles: _____

Estimated number of floats, animals and structures which will be used: _____

Description of any sound equipment to be used: _____

Will vendors be present: () No () Yes

Will the event be supervised: () No () Yes

Will the Police Department need to be present: () No Yes

Street Closures, Park Closures, Sidewalk Closures or No Parking Signs

Please complete if streets will be closed four (4) hours or more. Include detailed map of street and areas where "no parking" signs will be placed.

Streets, sidewalks or parks to be closed: US Hwy 20 milepost 196.5 and milepost 195.3

Traffic cones or barricades needed: () No Yes Will any items be placed on the sidewalk: () No () Yes

Food Service and /or Temporary Structures

Will food be served: () No () Yes Will a canopy, tent, or inflated device be utilized at the event? () No () Yes

Clean Up Procedures

Person or business responsible for clean up: _____

Address: _____

Phone: _____ E-mail: _____

Date and time clean up will be completed: _____

Alcohol

If alcohol will be present at the event, you are required to obtain the appropriate liquor permit from the Town Clerk.

Insurance

I understand I will need to possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the specified event. Insurance coverage is required as a condition of an event on Town property with a minimum limit of \$300,000 per occurrence. Such insurance shall name on the policy or by endorsement as additional insureds, the Town of Basin, including its officers, employees and agents.

Agreement

I understand and will comply with the conditions of this permit. If I fail to answer all questions completely and accurately, this permit will not be approved. I understand that an approved permit may be cancelled at the discretion of the Town, the Police Department, or the Fire Department for failure to obey the terms of the permit.

Applicant Signature: Catherine Sun

Date: 06/03/2025

City Official Signature: _____

Approved: Denied: Date: _____

MOTOCROSS - DIRT BIKE TRACK

LEASE AGREEMENT

(TOWN OF BASIN - BASIN RECREATION DISTRICT #4)

WHEREAS, BASIN RECREATION DISTRICT #4 (DISTRICT) desires to use vacant real property owned by the TOWN OF BASIN (TOWN) for the construction and operation of a Motocross/Dirt Bike Track and other associated activities, and

WHEREAS, the Town of Basin desires to lease the vacant real property to the District pursuant to the terms and conditions contained herein.

NOW THEREFORE, in consideration of good and valuable consideration and as mutually agreed to between the parties hereto, the Town does hereby lease the hereinafter described real property to the District upon the following terms and conditions, to-wit:

1. LEASED PREMISES: District shall have the use of the following described real property for the construction and operation of a Motocross/Dirt Bike Track and other associated appropriate activities:

See EXHIBIT 'A' attached hereto and made a part hereof for a Plat and Legal Description of the real property being leased herein.

The District shall not be allowed to sublease the real property without prior written consent of the Town.

2. PURPOSE: The purpose of this Lease Agreement is to allow the District to construct, maintain and operate a Motocross/Dirt Bike Track along with other appropriate activities associated with such operation. This use of the leased premises is for "Public Use" and is not considered exclusive; however, only individuals authorized by the District are able to enter upon and use the leased premises subject to the rules and regulations established by the District. Use as a motocross and dirt bike track is considered a dangerous activity and therefore the District shall only allow entrance and use by authorized individuals.

It is anticipated that the District will work with an official Board or Committee representing the Motocross/Dirt Bike group in establishing the physical parameters of the track; safety features; public access control; weed, dust and sanitation control; hours of operation; rules, regulations, a fee schedule and membership eligibility. The District shall determine who is authorized to be on the premises and when. The District will insure compliance with all Basin Town Ordinances and will be considerate towards neighboring residents with respect to noise, traffic, dust and other matters that may tend to unreasonably intrude on the quiet and peaceful enjoyment of Town Residents. The District shall provide the Town with a schedule of events in advance of such events and will make arrangements for any needs the District may have that the Town can provide.

3. **TERM**: The initial term of this Lease Agreement shall be for **FIVE (5) YEARS**, commencing on **JUNE 1, 2025**, and ending on **MAY 31, 2030**. Thereafter, the parties will review the status of the Lease Agreement and consider an extension as mutually agreed between the parties.

4. **USE FEE**: District shall pay a Use Fee in the amount of **TWO HUNDRED AND NO/100 DOLLARS (\$200.00)** each year payable in advance.

5. **PUBLIC ACCESS - MAINTENANCE**: Access to the leased premises shall be off of **WYOMING STATE HIGHWAY 30**. The District shall be required to maintain the access road.

6. **IMPROVEMENTS**: The District, at its expense, is authorized to make any necessary and appropriate improvements on the premises but shall obtain the consent of the Town in advance with a formal written plan and plat of the improvements. The District shall construct a fence around the parameter of the leased premises within three (3) years of execution of this Agreement. The District shall not allow any encumbrances or liens to be attached to the premises. The Town shall be entitled, but not required, to retain ownership of all improvements at the expiration of this Agreement and any extensions thereto. Otherwise, any improvements the Town does not desire to own will be removed by the District and the premises will be placed back in the original the condition.

The Town does not intend on allowing the use of Town Equipment and Personnel for purposes of constructing and maintaining the premises. If the Town does decide to assist there will be a scheduled charge.

7. MAINTENANCE: The District shall be responsible for the maintenance of the leased premises and any and all improvements thereto and to maintain it in accordance with the provisions contained within the Basin Town Code. The District agrees to keep the leased premises free of garbage and items not associated with the purpose of the Lease.

8. UTILITIES: The District shall be responsible for paying and arranging for any and all utilities associated with the leased premises, including, electricity, sewer, water and raw water.

9. DAMAGES, INJURIES AND INDEMNIFICATION: District shall maintain its status as a public agency with respect to the potential for liability for damage and injuries. Otherwise, the District shall operate the premises in such a way as to prevent damage and injury, as much as foreseeably possible, with the understanding that it will be used with dangerous activities. The District shall keep the Town advised of any damage or injury that occurs on the premises. District further agrees to **INDEMNIFY AND HOLD HARMLESS** the Town, its Officers and Employees, with respect to any and all damages and injuries or any other liabilities that arise out of the use and occupancy of the Town property. The Town agrees that the individual(s) who execute this Agreement on behalf of the District shall not be held personally liable for any damage or injury unless the damage or injury is as a result of the intentional misconduct of said individual(s). The Town encourages the District to properly educate individuals who will be using the premises and to consider the execution of Releases of Claims against the District by such individuals. Further, the District should consider options for insurance coverage for personal injury and property damage, if necessary.

10. TERMINATION OF LEASE: The Town shall be entitled to terminate the lease in the event the District fails to abide by the terms of the Lease. The Town shall give sixty (60) days prior written notice of termination and give the District the opportunity to address the issue unless in an emergency situation.

Likewise, the District shall be able to terminate the lease, with thirty (30) days prior written notice, should it be determined that the Motocross/Dirt Bike Track is no longer a viable venture on the leased property.

11. **BINDING:** This Agreement is binding upon and inures to the benefit of the respective parties hereto, their heirs, successors, representatives and assigns.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals and have mutually executed these presents on the _____ day of _____, 2025.

TOWN OF BASIN:

By: _____
C.J. DUNCAN - MAYOR

ATTEST:

TONY S. HARRISON - TOWN CLERK

BASIN RECREATION DISTRICT #4:

By: _____

By: _____

CONTRACT AGREEMENT FOR EMERGENCY DISPATCHING SERVICES

This agreement, effective July 1, 2025 by and between Big Horn County, Big Horn County Sheriff's Office, Wyoming, hereinafter referred to as COUNTY, and The TOWN OF BASIN which operates Police and Public Works Operations within the Town of Basin, Big Horn County, Wyoming, hereinafter referred to as TOWN.

WITNESSETH:

WHEREAS, TOWN operates within the Town of Basin to provide Law Enforcement and Public Works Operations within its boundaries: and

WHEREAS, County provides dispatch services through which it answers emergency calls from the community and surrounding area and notifies the appropriate services, including notifying TOWN of emergencies in which TOWN'S services are needed as set forth by this agreement; and

WHEREAS, TOWN and COUNTY have determined that through a cooperative effort, the effectiveness and efficiency of response by TOWN would be materially enhanced through COUNTY'S dispatch services, and therefore, TOWN desires to contract with COUNTY for dispatch services, and COUNTY agrees to provide said dispatch services to TOWN.

NOW, THEREFORE, in consideration of the mutual promises and mutual covenants and agreements hereinafter contained, it is agreed between the parties hereto as follows:

1. TERM OF AGREEMENT

This agreement shall become effective July 1 2025. This Agreement will terminate on June 30, 2026 at 11:59 p.m. This Agreement may be renewed annually by both parties; however, nothing herein shall obligate either party to renew this Agreement upon its expiration. Any extensions of the Agreement shall be attached hereto as an amendment, along with any other agreed upon changes.

TOWN and COUNTY agree that this contract shall continue on a month- to- month basis upon the expiration of the term of this contract until such time as new terms are renegotiated and agreed upon in writing.

2. TERMINATION OF AGREEMENT

Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days written notice.

3. OBLIGATIONS OF COUNTY

- 3.1 COUNTY has established a dispatch center in which it receives emergency calls (911 or E-911) and Non-Emergency Calls within Big Horn County. If any such emergency/Non-emergency call requires a response by TOWN, COUNTY hereby agrees to immediately notify TOWN.
- 3.2 Based on law enforcement resources provided to COUNTY by TOWN, COUNTY will notify adjoining Law Enforcement Agencies. Once COUNTY has made said Mutual Aid Requests, COUNTY will inform the agency representative of TOWN of said notification. In the event the agency representative requests further notification of other agencies during an incident, COUNTY agrees to cooperate by providing such notification to the extent possible.
- 3.3 COUNTY agrees to perform pager and/or equipment tests as needed to allow TOWN to maintain their equipment in working order.
- 3.4 COUNTY agrees to provide the following sequence of dispatching for all TOWN law enforcement Incidents.
 1. Activate the emergency radio system
 2. Give the law enforcement officers the information from the reporting party.
 3. Give law enforcement officers direct route information if requested once they are in service or responding to the emergency.
 4. Provide record and time keeping for TOWN and track all units.
 5. Provide call answering and dispatching services for TOWN Public Works Department.
- 3.5 COUNTY shall keep an electronic incident log for all calls, including date, time, and location as reported by the calling party, the phone number, and agrees to provide this information to TOWN through CAD software.
- 3.6 COUNTY shall dispatch TOWN personnel for all emergencies, vehicle accidents, and mutual aid calls for other emergencies when TOWN personnel are needed.
- 3.7 COUNTY shall provide status of all TOWN owned apparatus on CAD software and any statistical reports as requested.

4. OBLIGATIONS OF TOWN

TOWN agrees to pay to COUNTY for dispatch services described herein the annual sum of Thirty Eight Thousand Four Hundred and Seven Dollars (\$38407.00).

COUNTY shall provide an invoice to TOWN annually, in July for the amount due. Payment is due from TOWN upon receipt.

TOWN shall maintain a policy of liability insurance with a minimum coverage of \$1 million for each incident, and \$2 million annually for the aggregate of all claims. A current certificate of insurance shall be provided to COUNTY throughout the term of this Agreement.

TOWN shall provide annually, on or before December 31st of each year, an updated list of Law Enforcement Employees, their addresses and phone numbers, and call number designations. This information shall be updated as changes occur.

TOWN shall provide monthly, quarterly or annual Public Works Department on call schedules and contact information to COUNTY.

Each incident in which TOWN responds shall have notifications made for logging purposes via radio in which TOWN shall contact COUNTY and provide all relevant information, (Responding, Arrival..., etc.). This information shall be logged in the CAD system.

5.0 SEVERABILITY

Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties hereto. Further, both parties agree that this Agreement shall be modified to replace such stricken provisions or parts thereto with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6.0 NO WAIVER

No waiver of a breach of any provision of the Agreement shall be construed to be a waiver of any breach or any other provision of this Agreement or of any succeeding breach of the same provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach.

7.0 NOTICES

All notices shall be made in writing and sent by United States mail, and addressed as follow:

TO TOWN: Town of Basin
 919 W. B Street, Suite A
 Basin, Wyoming 82410

TO COUNTY: Big Horn County Sheriff's Office
 PO BOX 69
 Basin, Wyoming 82410

8.0 AMENDMENTS

Either party may request changes to this Agreement. Any changes, modifications, revisions, or amendments which are mutually agreed upon by and between the parties to this Agreement shall be incorporated by written instrument and shall become effective when executed and signed by both parties. Any amendment shall be attached to the original Agreement and incorporated herein.

9.0 Applicable Law and Venue.

The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any actions arising out of this Agreement and over the parties, and the venue shall be the Fifth Judicial District, Big Horn County, Wyoming.

10.0 Availability of Funds.

This Agreement is conditioned upon the availability of funds to each party. If such funds are not available to a party, that party may terminate this Agreement upon notice as outlined in paragraph 2 of this Agreement. Neither party will be liable for any alleged damage resulting from such termination. A party must not claim unavailability of funds in order to acquire similar services from a third party.

11.0 Assignment and Collateral.

A party will not assign, transfer any right, or delegate any responsibility of this Agreement nor use this Agreement as collateral without prior written consent of the other party. No assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

12.0 Compliance with Law.

Each party shall comply with all applicable federal, state and local laws and regulations in its performance of this Agreement.

13.0 Indemnification.

Each party is responsible for liability arising from its own conduct and associated legal fees, costs, and damages. A party will not indemnify the other party.

14.0 Independent Entity.

Each party is an independent entity and solely responsible for its own actions, debts, and other liabilities. A party will not incur any debt or other liability on behalf of the other party. Each party will determine the means and manner of its performance under this Agreement.

15.0 SOVEREIGN IMMUNITY

The parties hereto and their respective governing bodies do not waive their governmental or sovereign immunity by entering into this Agreement and each fully retain all immunities and defenses provided by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. and all other immunity and the right to assert immunity as a defense with respect to any action based on or occurring as a result of this Agreement.

16.0 THIRD PARTY BENEFICIARY RIGHTS

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.

17.0 Waiver.

The waiver of any breach of the terms or conditions in this Agreement shall not constitute a waiver of any prior or subsequent breach. Failure to object to a breach does not constitute a waiver.

18.0 No Kickbacks.

Each party certifies that it did not and will not pay any kickback or other inducement in connection with this Agreement.

19.0 Non-discrimination.

The parties will not discriminate against any individual based on age, gender, gender-preference, pregnancy, color, race, religion, national origin, a disability that can be reasonable accommodated, or any other protected class.

20.0 Surviving Provisions.

Neither termination nor expiration of this MOU shall affect the immunity, indemnification, liability, or primary insurance coverage provisions of this MOU.

21.0 ENTIRE AGREEMENT

This MOU, consisting of six (6) pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

[THIS SPACE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

22.0 Signatures.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood and agreed to the terms and conditions of this MOU as set forth herein.

BIG HORN COUNTY

Dated: _____

By: _____

DEB CRAFT, Chairman
Big Horn County Board of County Commissioners

By: _____

Ken Blackburn, Sheriff
Big Horn County

ATTEST: _____

Lori Smallwood, Big Horn County Clerk

TOWN OF BASIN, WYOMING

Dated: _____

By: _____

TITLE: C.J. Duncan
MAYOR, Town of Basin

By: _____

Kyle McClure, Chief
Town of Basin

ATTEST: _____

TITLE: Deaun Tigner, Town Administrator

TOWN OF BASIN

AND

BIG HORN COUNTY SCHOOL DISTRICT #4

AND

BASIN RECREATION DISTRICT #4

* * * * *

BASIN COMMUNITY COMPLEX USE AGREEMENT

The **BIG HORN COUNTY SCHOOL DISTRICT #4 (SCHOOL DISTRICT)**, of the Town of Basin, Wyoming, desires to use the **BASIN COMMUNITY COMPLEX** for various activities pursuant to the terms and conditions contained herein.

The **TOWN OF BASIN (TOWN)** is the owner of the Basin Community Complex and presently has a Use Agreement with the **BASIN RECREATION DISTRICT #4 (RECREATION DISTRICT)** wherein the Recreation District has primary use of the areas of the Complex for scheduled events. Basin encourages the School District to work with the Recreation District with respect to the scheduling of events.

1. **USE OF COMPLEX:** School District shall have the use of the Complex for various activities and for any other purpose appropriate for said School District and the Complex, upon scheduling such activities, in advance, with the Manager of the Recreation District. This use is not exclusive to other responsible individuals or groups that may desire to use the same and have likewise scheduled their events with the Manager of the Recreation District. The School District shall, however, have primary use of the scheduled areas during scheduled events after payment of the appropriate donation as determined by the Recreation District current fee schedule. School District events shall be scheduled by on or before September 30 of the upcoming school year. Otherwise, the School District shall pay, to the Recreation District, the current fee rate, for special unscheduled events.

2. **TERM:** The term of use shall be for a period of one (1) year and will be renewed annually as mutually agreed between the Recreation District and School District.

3. **USE FEE:** School District shall make a donation for use of the Complex in order to have priority use for scheduled events. Unscheduled events will be subject to the current fee rate, for special events.

4. **MAINTENANCE:** The Recreation District shall be responsible for the day-to-day maintenance of the Complex, however, the School District is responsible for cleaning the used areas after each event. If the Recreation District is required to conduct any unnecessary cleaning, the School District may be assessed the cost thereof.

The Town agrees that the individual(s) who execute this Agreement on behalf of the School District shall not be held personally liable for any damage or injury unless the damage or injury is as a result of the intentional misconduct of said individual(s). The Recreation District has full authority to work with the School District with respect to the use of the Complex.

THIS AGREEMENT is entered into this _____ day of _____, 2025.

BIG HORN COUNTY SCHOOL DISTRICT #4 DATE

BASIN RECREATION DISTRICT #4 DATE

TOWN OF BASIN DATE

§ 4-1-7. DISCHARGING FIREARMS, FIREWORKS.

- A. Firearms: No person shall fire or discharge any cannon, gun, fowling piece, pistol, air gun, BB gun, revolver or firearm of any description.
 - B. Fireworks: No person shall fire, explode or set off any squib, firecracker, or other thing containing powder or other explosive material. The town council may, at its discretion, allow the discharge of fireworks on July 4th and other events as requested.
- (Ord. 386, 8-4-1975; 2003 Code; Ord. 549, 8-7-2006)

NOTICE OF HEARING

Town of Basin

Notice is hereby given that a public hearing on the proposed budget for the Town of Basin for the fiscal year ending June 30, 2026, which is now being considered by the Town of Basin, will be held at the Basin Town Office, Basin, Wyoming on the 16th day of June 2025, at 6:50 p.m. at which time any and all persons interested may appear and be heard respecting such budget. A summary of such proposed budget follows:

Section 1. That the following sums of money are hereby appropriated to defray the expense of the Town of Basin, Wyoming for the 12-month period beginning July 1, 2025 and ending June 30, 2026 to be funded by anticipated revenues and retained capital of the enterprise funds, capital projects fund, general fund and street projects fund.

<u>FUND</u>	<u>RETAINED CAPITAL</u>	<u>ESTIMATED REVENUE</u>	<u>APPROPRIATIONS</u>
General Fund	1,337,195.00	924,398.00	955,220.00
Internal Service Fund	137,170.00	454,840.00	454,840.00
Capital Projects Fund	699,068.00	1,116,637.00	1,110,105.00
Street Projects Fund	968,104.00	260,541.00	217,414.00
Electric Fund	1,040,430.00	1,844,615.00	1,844,523.00
Purified Water Fund	306,136.00	553,500.00	535,046.00
Sewer Fund	461,769.00	2,563,614.00	2,563,530.00
Health & Sanitation Fund	373,479.00	280,300.00	267,176.00
Mosquito Control	79,962.00	33,000.00	32,146.00
Raw Water Fund	10,933.00	107,650.00	101,719.00
Electric Replacement Fund	282,237.00	21,924.00	
Water Replacement Fund	159,768.00	4,840.00	
Sewer Replacement Fund	184,664.00	10,900.00	
Garbage Replacement Fund	164,381.00	19,675.00	
Sewer Lagoon Replacement	496,915.00	42,830.00	
Water Tank Replacement Fund	356,274.00	22,005.00	
Raw Water Replacement Fund	227,689.00	8,890.00	
Total Funds	7,286,174.00	8,270,159.00	8,081,719.00

Section 2. That the sum of \$95,000.00 in property taxes for operation and maintenance costs of the Town of Basin, Wyoming is deemed necessary and just.

Section 3. That the estimated revenues and cash on hand of the Capital Projects Fund of Basin, Wyoming for the fiscal year ending June 30, 2026, are in the amount of \$1,815,705.00 and there is hereby appropriated out of said sums, not otherwise appropriated the following sum of money for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Capital Projects Fund \$1,110,105.00

Surplus funds in the amount of \$30,822.00 are hereby appropriated for use in the General Fund and may be transferred as deemed necessary by the Town Clerk/Treasurer.

ORDINANCE NO 716

AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATIONS FOR THE TOWN OF BASIN, WYOMING, FOR THE FISCAL YEAR OF JULY 1, 2025, TO JUNE 30, 2026.
BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, WYOMING:

Section 1. That the following sums of money are hereby appropriated to defray the expense of the Town of Basin, Wyoming for the 12-month period beginning July 1, 2025, and ending June 30, 2026, to be funded by anticipated revenues and retained capital of the enterprise funds, capital projects fund, general fund, and street projects fund.

<u>FUND</u>	<u>RETAINED CAPITAL</u>	<u>ESTIMATED REVENUE</u>	<u>APPROPRIATIONS</u>
General Fund	1,337,195.00	924,398.00	955,220.00
Internal Service Fund	137,170.00	454,840.00	454,840.00
Capital Projects Fund	699,068.00	1,116,637.00	1,110,105.00
Street Projects Fund	968,104.00	260,541.00	217,414.00
Electric Fund	1,040,430.00	1,844,615.00	1,844,523.00
Purified Water Fund	306,136.00	553,500.00	535,046.00
Sewer Fund	461,769.00	2,563,614.00	2,563,530.00
Health & Sanitation Fund	373,479.00	280,300.00	267,176.00
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Water Tank Replacement Fund	356,274.00	22,005.00	
Raw Water Replacement Fund	227,689.00	8,890.00	
Total Funds	7,286,174.00	8,270,159.00	8,081,719.00

Section 2. That the sum of \$ 95,000.00 in property taxes for operation and maintenance costs of the Town of Basin, Wyoming is deemed necessary and just.

Section 3. That the estimated revenues and cash on hand of the Capital Projects Fund of Basin, Wyoming for the fiscal year ending June 30, 2026, are in the amount of \$1,815,705.00 and there is hereby appropriated out of said sums, not otherwise appropriated the following sum of money for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Capital Projects Fund \$1,100,105.00

Surplus funds in the amount of \$30,822.00 are hereby appropriated for use in the General Fund and may be transferred as deemed necessary by the Town Clerk/Treasurer.

FIRST READING: 5/8/2025
SECOND READING: 5/22/2025
THIRD READING: 6/16/2025

APPROVED, PASSED AND ADOPTED THIS:

ATTEST:

Clerk/Treasurer

MAYOR

ORDINANCE NUMBER 717

AN ORDINANCE OF THE TOWN OF BASIN, BIG HORN COUNTY, STATE OF WYOMING, INCREASING SEWER UTILITY CHARGES BY AMENDING PORTIONS OF CHAPTER 9-2-5 OF THE BASIN TOWN CODE. ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith ARE HEREBY REPEALED.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BASIN, BIG HORN COUNTY, WYOMING:

WHEREAS, Sewer Reserve Funds must be properly budgeted to maintain financial sustainability and to fund unanticipated emergencies. In addition, a Debt Service Reserve Fund as well as a Short-Lived Asset Fund must be established when USDA Loans are involved. Currently, and in view of the USDA Loan, the Town of Basin is required to deposit at least \$46,260.00 into the Short-Lived Asset Reserve Fund annually for the life of the loan to pay for repairs and replacement of major system assets; and

WHEREAS, the Governing Body of the Town of Basin, with no other option, is making the following necessary adjustments to the Sewer Rates for 2025-2026 fiscal year in order to be in compliance with funding requirements and to adjust to increasing inflation, with the understanding that this will negatively impact Town of Basin Residents.

NOW THEREFORE, the Town of Basin does hereby enact the following Ordinance, to-wit:

SECTION 1: Section 9-2-5 of the Basin Town Code shall be and is hereby amended by increasing the sewer utility rates as follows, to-wit (Amendments in **Bold**):

9-2-5: SEWER UTILITIES.

Effective with the bills sent which coincide with the meter readings occurring on or about July 16, 2025, the sewer service rates shall be set as follows:

A. Resident:

General Service **\$37.90** per month for up to a 3/4

		inch water tap
	\$0.55	per month for each 1,000 gal. purified water
Large User	\$55.75	per month for all water meters over 3/4 inch
	\$0.55	per month for each 1,000 gal. purified water
B. Nonresident:		
General Service	\$47.50	per month for up to a 3/4 inch water meter
	\$0.55	per month for each 1,000 gal. purified water

Page 1 of 2

SECTION 2: If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

SECTION 3: All ordinances or parts of ordinances of the Town of Basin in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect and be in full force and effect on **JULY 1, 2025**, after having been published in the Basin Republican Rustler.

PASSED ON FIRST READING **MAY 8, 2025.**

PASSED ON SECOND READING **MAY 22, 2025.**

PASSED, APPROVED AND ADOPTED ON THE THIRD AND FINAL READING **JUNE 16, 2025.**

TOWN OF BASIN, WYOMING
A Municipal Corporation

By: _____
C. J. DUNCAN - Mayor

ATTEST:

TONY S. HARRISON - Town Clerk

